



Georgia

Summer Food Service Program

USER MANUAL

For Program Administrators

—February 2009—

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Introduction

Welcome to the CNP 2000 Summer Food Service Program (SFSP) on the Bright from the Start: Georgia Department of Early Care and Learning web site.

Web Site Benefits and Features

The CNP2000 system is a menu-driven, graphical user-interface with comprehensive maintenance utilities allowing online submission and approval of documents and claims via the Internet by State Agency personnel and Sponsor users. Other key system features are:

- Through a single interface, information regarding sponsors, applications, claims, reports, and advances is managed.
- A single database works behind the scene to combine core information that can be utilized across the child nutrition programs.
- Partially completed documentation can be saved on-line, allowing the user to complete the process at a later time.
- User access to the programs is via login ID and password. User access to functionality within the system is assigned by Security Groupings, with all user access administered by State Agency personnel.

Sponsor User Manual

This user manual is intended for use by the SFSP Sponsors. It is designed to provide a general understanding of how to use the CNP 2000 web site to utilize the Georgia SFSP program efficiently. To achieve this objective this manual will provide you with:

- A general explanation of each feature available to you
- Screen examples of web site pages and forms
- Step by step instructions for utilizing the web site features
- Tips and Notes highlighted in gray to enhance your understanding of the system

Getting Started

Before you can begin using the CNP 2000 web site you must have an assigned Username and Password as well as access to the Internet to logon to the web site.

Accessing the Web Site

The CNP 2000 Main page can be accessed by opening your Internet browser and entering the following URL in the Address line: <https://www.cnp2000.decal.ga.gov>.

Tip: You can add this URL to your browser's FAVORITES list or create a shortcut to the URL on your desktop for quicker access to the site. Refer to your browser or operating system manual or help files for further information.

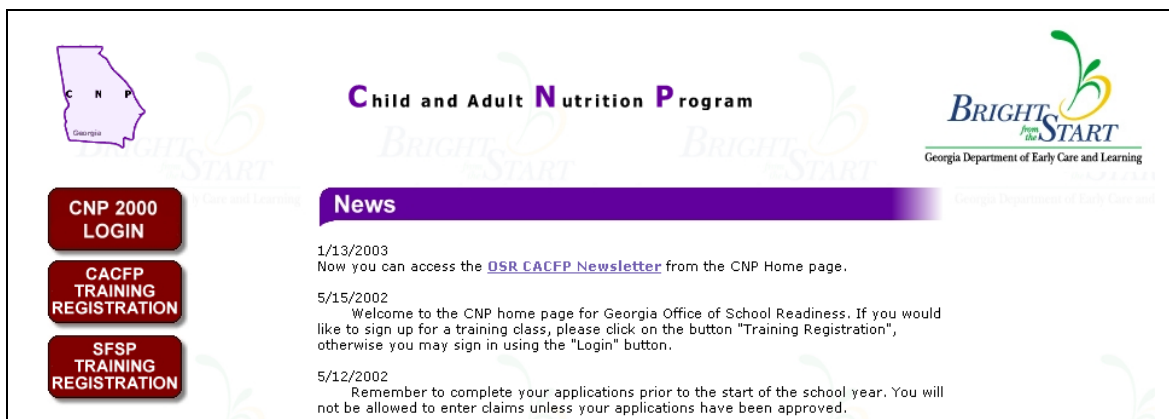


Figure 1: DECAL Main Page

- Click **CNP 2000 LOGIN** to display the Login page.

Logging On

- To logon to CNP 2000, enter your Username and Password, and then click **Login**.

Tip: If you do not have a Username and Password, contact the CNS Security Administrator.

**Bright from the Start: Georgia Department of Early Care and Learning
CNP 2000 Program**

[?](#) [Help](#) [Home](#)

Login

Username:

Password:

Note: • Do not use your browser's "Back" button to navigate once you have logged into the website. Doing so may cause you to view inaccurate information.

Figure 2: CNP 2000 Login page

System Navigation

Once you login to CNP 2000, the CNP 2000 Home page displays. The CNP 2000 Home page displays a menu of the programs supported by the system, a link to the CORE Information menu for system setup and maintenance, and various informational links and messages.

**Bright from the Start: Georgia Department of Early Care and Learning
CNP 2000 Program**

[?](#) [Help](#) [Home](#)

Please choose which one of the following programs you would like to enter.

Summer Food Service Program

Child and Adult Care Food Program

Core

[Back to Login Screen](#)

Figure 3: CNP 2000 Home Page

- Click **Summer Food Service Program**. The SFSP Home page displays.



Figure 4: SFSP Home page

From this point forward, all of the pages and forms in the system are displayed within a blue navigational frame. The two main components of the navigational frame are the Quick Navigation Buttons at the top right corner and the Main Menu on the left-hand side of the screen.

NOTE: Remember to use the **Submit** button to save your work before using the Quick Navigation Buttons or Task links to navigate to another page. If the work is not saved or submitted, all input will be lost.

Quick Navigation Buttons

The Quick Navigation buttons are located at the top right corner of the Navigation Frame.

Button	Action
CNP 2000 Home	Returns to the CNP 2000 Home Page or to the SFSP home page if SFSP is the only program the sponsor uses
SFSP Home	Displays the Summer Food Service Program Home Page
Exit	Logs you off of the system and returns you to the CNP 2000 Login page.

Main Menu

The Main Menu is a list of expanding submenus located on the left-hand side of the Navigation Frame. Click a menu (e.g., Applications) to display the list of tasks available under that menu. Click a task (e.g., Sponsor Application) to work within that task. The submenus listed on the Main Menu and tasks available under each will vary depending upon your assigned security access/level.

Following is a list of the menus available on the Main Menu together with the tasks available under each. If you are not authorized to access a menu or perform a specific task, it is not displayed on your Main Menu.

Application

- **Report Card** – Displays changes in program participation from the previous year
- **Letter of Intent** – Allows you to create, modify or delete a letter of intent
- **Sponsor Application** – Allows you to create, modify or delete information in a sponsor application packet
- **Available Forms** – Downloadable forms for the SFSP

Accounting

- **Payment Summary** – Allows you to view payments by Sponsor

Claims

- **Claim** – Allows you to enter claims for reimbursement under the SFSP

Maintenance

- **Change Password** – Allows you to enter or view the Operating Rates

Error Processing

All information that is entered on the system is checked to ensure it conforms to data entry guidelines and system rules. The system performs two types of checks on information entered - Input Edits and Business Rule Edits.

Input Edits

The system uses Input Edits to check for input errors whenever a screen is submitted. Input errors are generally typographical mistakes such as entering a 4-digit Zip Code or entering alpha characters in a numeric field. If a form contains input errors, the results page will show a list of errors found. An error

code and a description of the error displays in red. In addition, the error code displays in front of the field containing the error. Input Errors must be corrected before any data can be saved.

Business Rule Edits

Business Rule edits are used to check a form to ensure that all required data is entered and to make sure that information entered conforms to program rules and regulations, as defined by USDA and CNS. For example, if you enter meal times that do not meet the guidelines, you receive a Business Rule error.

The system runs Business Rule edits when a screen is saved on the system. Forms are saved when **Submit** is clicked. Business Rule errors are displayed in red on the Results screen. The errors also displays the next time the form is submitted. Each error has a Code, a Description and a Type. The code is the number of the Business Rule. The description explains the rule that was violated in order to create the error. Errors are listed by type. Errors are listed as either a Critical Error or a Warning Error.

- Critical Error – Critical errors must be corrected before an application can be approved.
- Warning – Warning errors are not crucial to the approval of an application and do not have to be corrected before the application can be approved.

SFSP Application Results			
Sponsor			
Sponsor Name	IRN	County	Program Year
A Place to Learn	123456	Adams	2005
Application Saved with the following Errors			
Code	Description	Type	
431	Mailing address must be completed (Address, city, state, zip, county)	Critical Error	
<div style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Finish"/> </div>			

Figure 5: Error Messages

Errors can be corrected immediately or you can return to the application later to correct the error.

How To: Resolve Error Messages

The How To sections provide step-by-step instructions for some of the common processes performed by users.

Follow the steps below to resolve error messages:

1. After a screen is saved error messages may appear.
2. Read the Error Message to determine what correction is needed.
3. Click **<Back** to return to the screen where the errors exist.
4. Make corrections based on the error message description.
5. Click **Submit** to save the changes.

Sponsor Application Packet

In order to participate in the Summer Food Service Program (SFSP), Sponsors must submit a Sponsor Application packet for review and approval. A new Sponsor Application packet must be submitted and approved at the beginning of every Program Year. Once approved, monthly claims for reimbursement may be made, approved and paid. The table below provides a brief overview of the tasks performed, and by whom, to complete the SFSP Sponsor Application and Approval process on CNP 2000.

Performed By	Task
Sponsor	Submit online Letter of Intent
State	Review and approve Letter of Intent
Sponsor	Submit online Sponsor Application form
Sponsor	Submit online Authorized Signer form for each of Sponsor's authorized signers
Sponsor	Submit online Board Members form, if applicable
Sponsor	Submit online Site Applications for each of Sponsor's Sites
Sponsor	Submit online Management Plan, if applicable
Sponsor	Submit online Summer Food Service Program Budget
Sponsor	Submit Certifications
Sponsor	Submit Advance Request, if applicable
State	Review and approve Sponsor Application, Site Applications, Budget and other applicable submissions

Sponsor Application Menu

The Sponsor Application Menu is the starting point for all tasks related to the Sponsor Application packet. You can access the Sponsor Application Menu by using the Sponsor Application search page to select an existing Sponsor Application packet or to create a new Sponsor Application packet for the Program Year.

Sponsor Application Search Page

From the Sponsor Application search page, you can create a new Sponsor Application Packet for a Program Year or search for an existing Sponsor Application Packet using the Agreement Number search box or Sponsor Index.

Figure 6: Sponsor Application Search Page

Sponsor Application Search

- Use the right or left arrow ◀ ▶ to select the **Program Year** you wish to work in.
- To use the Index to search for a Sponsor with an application on file for the selected Program Year, click a letter or number to display a list of all Sponsors whose name begins with the selected letter or number. Clicking **All** displays all Sponsors.
- To create a new application packet for the selected year, enter the Sponsor's Agreement Number in the Agreement Number search box, and then click **GO**. The Sponsor Application Menu is displayed.
- Click **New Application** to search for a Sponsor(s) who has not yet filed a Sponsor Application for the Program Year.

Sponsor Application Menu

The Sponsor Application menu contains various application-related tasks together with status information displayed beside several of the tasks. The Sponsor Application menu below displays all of the tasks that may appear on the menu. The Sponsor Application menu for a sponsor who has not yet submitted a Sponsor Application for the Program Year displays only two tasks: Authorized Signatures and Sponsor Application. Other menu items are displayed but are not active and cannot be selected. Once the Sponsor Application has been submitted, all menu items on the Sponsor Application menu are active.

Sponsor Information				
Sponsor				
Sponsor Name		Agreement Number	Program Year	
City of Albany		08002	2007	
Approval Notification				
Review Required	Approval Date	Approved By	Submitted for Approval	Action
No	Not Approved		No	
Application				
	Sponsor Profile			
1.	Sponsor Application	INCOMPLETE	1 Error(s)	
2.	Authorized Signatures		3 Active Authorized Signature(s) 0 Authorized Signature(s) w/Errors	
3.	Site Application(s)		1 Approved 66 Unapproved 0 No Participation 0 Denied	
4.	Management Plan		Not Started	
5.	Budget		2 Errors exists	
6.	Menu Plans		Incomplete	
7.	Certifications		Not Started	
8.	Advances			
	Check List			
	Notes			
	Transaction History Report			
	Application Suspense Tracking			
Comments		Update Comment		
Cancel				

Figure 7: Sponsor Application Menu

The table below lists all of the tasks and links that may display on the Sponsor Application menu together with a description of each. Click **GO!** to the left of the specific task you wish to access.

Task Additional Info/Link	Description
Sponsor Application	Accesses the Sponsor Application currently on file for the selected program year. Displays the status of the application
Additional Information: Application Status	INCOMPLETE – Indicates the application is incomplete or contains errors. OK – Indicates the application contains no errors and is ready for approval.
Error Status	# ERROR(S) – Indicates the number of errors contained in the application.
Authorized Signatures	Allows you to add, modify or remove an Authorized Signature
Additional Information: # Authorized Signature(s)	Displays the number of Authorized Signature(s) on file for the Sponsor
Board Members	Allows you to add, modify or remove a Board Member
Additional Information: # Authorized Signature(s)	Displays the number of Board Members(s) on file for the Sponsor
Site Application(s)	Accesses the Site Information page
Additional Information: Site Status	Number Approved – the number of site applications that are approved Number Unapproved – the number of site applications that are not approved Number No Participation – the number of site applications that are no participation Number Denied – the number of site applications that are denied
Management Plan	Accesses the Management Plan
Budget	Accesses the SFSP Budget
Additional Information: Number of Revisions	Not Started – Indicates that no Program Budget has been entered Original Only – Indicates only the Original Budget is on file Number of Revisions # – If revisions to the budget have been submitted, the number of revisions displays
Menu Plans	Accesses the SFSP Menu Plan
Certifications	Allows you to enter Certifications Statements
Additional Information:	Not Started – Indicates that no Program Budget has been entered No Errors – Indicates that the Certifications are complete
Advances	Allows you to request Advances
Additional Information:	Not Started – Indicates that no Program Budget has been entered Advance Requested – Indicates that an Advance has been requested
Check List	Accesses the Checklist Documents Program Menu
Notes	Accesses the Notes screen
Transaction History Report	Accesses the report that shows all transactions for a given Sponsor
Application Suspense Tracking	Accesses the Application Suspense Tracking screen

Accessing a Sponsor Application Packet

Follow the steps below to access the Sponsor Application menu from the SFSP Main Menu.

1. Click **Applications** on the SFSP Main Menu to display the Applications tasks.
2. Click **Sponsor Application**. The Program Year list is displayed.
3. Select a **Program Year** from the Program Year list by clicking the desired year. The Sponsor Application Search Page displays with the selected year indicated.

Sponsor Profile

The Sponsor Profile must be entered before a sponsor can enter their application. Clicking **GO!** enables the program administrator access to the sponsor profile.

Authorized Signatures

As part of the Sponsor Application packet, at least one authorized signature must be entered. If there are no authorized signatures on file for the Sponsor, the Sponsor Application cannot be submitted for approval.

NOTE: Once an authorized signature is on file for a Sponsor, it will remain in the system as an active authorized signature for the Sponsor until it is removed, regardless of the Program Year.

Authorized Signers Menu

The Authorized Signers menu displays a list of authorized signers for the Sponsor. The list displays the status of each signer together with links allowing the signer to be modified or removed. To access the Authorized Signers Menu, click **GO!** to the left of **Authorized Signatures** on the Sponsor Application menu.

Authorized Signers

Sponsor		
Sponsor	Agreement Number	Program Year
A Place to Learn	111222333	2006

Signers			
Signer's Name	Title	Status	Action
Elizabeth Cromwell	Director	Active	Modify Remove
Lorriane DeSilvia	Manager	Active	Modify Remove

Figure 8: Authorized Signers Menu

Signers

- If the Sponsor has not yet authorized any signers, the message **No signer information available.** displays in the Signers section.

The following buttons are located at the bottom of the Authorized Signer Menu:

Click this	To
< Back to Sponsor	Return to the Sponsor Application menu.
Cancel	Return to the Application Information menu.
Add Signer	Display a blank Add/Update Signer form.

Add/Update Signer Form

The Add/Update Signer form is used to add a new Authorized Signer or to update an Authorized Signer's information. Below is an example of the Add/Update Signer form:

Authorized Signers

Sponsor		
Sponsor	Agreement Number	Program Year
A Place to Learn	111222333	2006

Add/Update Signer			
Signer's Name	<input style="width: 95%;" type="text"/>		
Title	<input style="width: 95%;" type="text"/>		
Phone:	<input style="width: 40%;" type="text"/>	Ext.	<input style="width: 40%;" type="text"/>
Email:	<input style="width: 95%;" type="text"/>		
Mailing Address:	<input style="width: 95%;" type="text"/>		
	<input style="width: 95%;" type="text"/>		
City:	<input style="width: 95%;" type="text"/>		
County:	Appling ▼		
State:	GA	Zip Code:	<input style="width: 40%;" type="text"/>
Created By:	Created Date:	Modified By:	Modified Date:

Figure 9: Authorized Signers – Add/Update Signer

Add/Update Signer

- The Add/Update Signer form is used to add or update an authorized signer.
- If adding a signer, the form is blank as shown above.
- If updating a signer's information, the form displays the information as well as the name of the person who created/authorized the signer, and the date the signer was initially created/authorized.

- If the Signer's information has been modified, the name of the person who last modified the information is displayed as well as the date it was last modified.

How To: Add an Authorized Signer

Below are the steps for adding an authorized signer.

1. From the Sponsor Application menu, click **GO!** for **Authorized Signatures**. The Sponsor's Authorized Signers Menu displays.
2. Click **Add Signer** at the bottom of the page to add an authorized signer. The Add/Update Signer form displays.
3. Complete the Add/Update Signer form and click **Submit**. The message **Signer Added/Updated** displays.
4. Click **Finish** to return to the Authorized Signers menu. The new signer is added to the list of signers with a status of 'Active'.
5. Click **Add Signer** to add another signer or click **<Back To Sponsor** to return to the Sponsor Application menu.

How To: Modify an Authorized Signer

Below are the steps for modifying an authorized signer.

1. From the Sponsor Application menu, click **GO!** for **Authorized Signatures**. The Sponsor's Authorized Signers menu displays.
2. Click **Modify** beside the signer you wish to modify. The Add/Update Signer form displays.
3. Make the needed modifications and then click **Submit**. The message **Signer Added/Updated** displays.
4. Click **Finish** to return to the Authorized Signers menu.

How To: Remove an Authorized Signer

Below are the steps for removing an authorized signer.

1. From the Sponsor Application menu, click **GO!** for **Authorized Signatures**. The Sponsor's Authorized Signers menu displays.
2. Click **Remove** beside the signer you wish to remove. The signers name and title displays together with a prompt to **Please press REMOVE to confirm**.
3. Click **Remove**. The message **Signer was successfully removed** displays.

Sponsor Application

Once an authorized signer is on file for the Sponsor, the Sponsor can complete and submit the online Sponsor Application. From the Sponsor Application menu, click **GO!** for **Sponsor Application** to access the Sponsor Application.

Sponsor Application Form

The Sponsor Application gathers basic program information about the Sponsor. When creating a new Sponsor Application for a Program Year, some information is populated from the Sponsor's last application if the Sponsor participated in the program in a previous Program Year.

Sponsor Application

Below is an example of the Sponsor Application.

Bright from the Start: Georgia Department of Early Care and Learning 10 Park Place South Suite 200 Atlanta, GA 30303				Nutrition Services CNP 2000 Program - (Development) (404) 656-6411 Ext.			
SFSP Sponsor Application							
Sponsor							
Sponsor Name:		Agreement Number:		Federal ID(FEIN):		Program Year	
A Place to Learn		111222333		869991112		2005 - 2006	
Mailing Address				Street Address			
Address:				Address:			
Address 2:				Address 2:			
City:				City:			
State:		GA	Zip Code:		State:		GA
County:		Appling		County:		Appling	
<input type="checkbox"/> The street address is the same as the mailing address.							

Figure 10: Sponsor Application – Address Information

Mailing Address and Street Address

- The top of the Sponsor Application form displays the Program Year and the Sponsor Name, Agreement Number, and Federal ID number is populated from the Sponsor Profile.
- Enter the **Mailing Address**, including the Address, City, and Zip Code. Enter the two-digit State code if different than GA. From the **County** list, select the county.
- If the **Street Address** is the same as the mailing address, select the **Street address same as mailing address** check box and the system automatically populates the Street Address fields from the Mailing Address. If the Street Address is different, enter the information in the fields provided.

Sponsor Contact		Operating Dates	
Name: (First, Middle, Last)	<input type="text"/>	Earliest Beginning Date:	<input type="text"/>
Title:	<input type="text"/>	Latest Ending Date:	<input type="text"/>
E-Mail ID:	<input type="text"/>	Total Oper. Days:	<input type="text"/>
Summer Phone #:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>	Total # of Approved Sites:	<input type="text"/>
<input type="checkbox"/> The year round phone # is the same as the summer phone.		Last Month of Program Year:	<input type="text"/>
Year Round Phone #:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>		
Fax:	(<input type="text"/>) <input type="text"/> - <input type="text"/>		

Figure 11: Sponsor Application – Contact Information and Operating Dates

Contacts – Sponsor Contact and Operating Dates

- Enter the Name, Title, E-Mail Id, Summer Phone, Year Round Phone and Fax number for the **Sponsor Contact**.
- From the **Earliest Beginning Date** and **Latest Ending Date** lists, select the appropriate dates. Enter the Total Operating Days. From the **Last Month of the Program Year** list, select the desired month.

Sponsor Type	<input type="text"/>	
Program Desc	<input type="text"/>	FSMC Name Required if Food Service MGMT is "Other"
Food Service MGMT Co:	<input type="text"/>	FSMC Name: <input type="text"/>
Type of Audit Required:	<input type="text"/>	
<input type="radio"/> Yes <input type="radio"/> No	Sponsor will be serving infants?	
<input type="radio"/> Yes <input type="radio"/> No	Does sponsor provide ongoing, year-round service to the community that would be served by the SFSP?	
<input type="radio"/> Yes <input type="radio"/> No	Has the sponsor ever been terminated or determined seriously deficient in operation of SFSP or other Child Nutrition Program?	
<input type="radio"/> Yes <input type="radio"/> No	Will the sponsor be providing an alternate menu for sites, special events or field trips? If yes, select the menu(s) that will be used.	
	<input type="checkbox"/> Back-up Menus <input type="checkbox"/> Alternate Menu for sites <input type="checkbox"/> Field trips/Special events	
Sponsor Staffing Plan		
Number Full-Time Staff	Number Part-Time Staff	Number of Volunteers
<input type="text"/>	<input type="text"/>	<input type="text"/>

Figure 12: Sponsor Application – Sponsor Type, Program Description, Misc. Information

- From the **Sponsor Type**, **Program Description**, **Food Service Management Company (FSMC)** and **Type of Audit Required** lists select the appropriate choices. If the FSMC selected is **Other** type in the NSMC name.
- Click **Yes** to indicate the Sponsor will be serving infants.
- Click **Yes** to indicate the Sponsor provides year-round service to the community.
- Click **Yes** to indicate the Sponsor has been terminated or determined seriously deficient in operation of SFSP or other Child Nutrition Programs.
- Click **Yes** to indicate the Sponsor will be providing an alternate menu for sites, special events or field trips.
- Select **Back-up Menus**, **Alternate Menu for sites** and/or **Field trips/Special Events** as appropriate.
- Complete the Sponsor Staffing Plan section by entering the number of Full-Time, Part-Time and Volunteer Staff.

DECAL Use Only				
Application Status:	<input type="button" value="v"/>	<input type="checkbox"/> Due Date Extension:		
High	Administrative Rate			
<input type="radio"/> Yes <input type="radio"/> No	Experienced Sponsor			
Reviewer:	<input type="button" value="v"/>	First Enrolled: 1998		
<input type="checkbox"/> Lock System Defined Column(s)	<input type="checkbox"/> Place application on hold	<input type="checkbox"/> Perfect Application		
Review Required	Reviewed	Review Date	Reviewed By	
	<input type="checkbox"/>			
New Sponsor:	Problematic Sponsor:	Pre-Op Required:	Pre-Op Scheduled:	Pre-Op Completed:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Created By: splogin	Created Date: 12/08/2006	Modified By: stlogin	Modified Date: 12/08/2006	
Form: sf001 (Rev 2003)				
<input type="button" value="Cancel"/> <input type="button" value="Submit"/>			<input type="button" value="Journal"/>	

Figure 13: Sponsor Application – DECAL Internal Use Only

Except as indicated below, the following buttons are located at the bottom of each page of the Sponsor Application:

Click this	To
Cancel	Return to the Sponsor Application menu. Does not save input.
Submit	Check form for input and business rule errors. Saves all input and returns to the Sponsor Application menu.

Input Errors

The system checks for Input Errors when **Submit** is click ed. Input Errors are data entry such as entering a 4-digit Zip Code or entering characters in a numeric field. If a form contains input errors, the form redisplayes with an Input Error section at the top listing each error in red, with an error code in parentheses. The red error code also displays in front of the field containing the error. Input Errors must be corrected before any data is saved. Below is an example of a Sponsor Application with Input Errors.

SFSP Sponsor Application			
Date Error			
Latest end date is not valid, Please re-enter			
Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
A Place to Learn	111222333	869991112	2005 - 2006

Figure 14: Input Errors (in a Sponsor Application)

Business Rule Errors

After the system checks for Input Errors, Business Rule edits are run when a form is submitted. Business Rule errors result from entering inadequate or incorrect information.

Business Rule errors are displayed in red on the form's Results page. Each error has a corresponding Code and Type. The error Type indicates whether it is an Inactive (I) or an Active (A) Error.

- **Inactive Error** – Critical errors must be corrected before an application can be approved.
- **Active Error** – Warning errors are not crucial to the approval of an application and do not have to be corrected before the application can be approved.

Below is an example of the SFSP Application Results page.

SFSP SPONSOR SAVE PAGE

Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
A Place to Learn	111222333	869991112	2006

Application Saved with the following Errors		
Code	Description	Type
417	Sponsor Type must be selected.	I
419	There must be at least one approved site per sponsor application.	I
473	There must be an approved budget with Admin costs > zero	I

Figure 15: Application Results with Business Rule Errors

How To: Submit a New Sponsor Application

Below are steps for submitting a new Sponsor Application:

1. Click **Applications** on the SFSP Main Menu to display the Applications tasks.
2. Click **Sponsor Applications** to display the Program Year page.
3. If the Program Year is not correct use the ◀ ▶ arrows to select a **Program Year**.
4. Click **New>** to display the Sponsor Application form.
5. Complete the form and then click **Submit** to save the application. The system checks the application for input errors and runs business rule edits.

If the application contains no errors, the SFSP Application Results page displays with the message **Application Saved**. Go to **Step 8**.

If the application contains input errors, the application form redisplay with an Input Error section at the top of the application listing the errors. Input errors must be corrected before the application can be submitted and saved.

If the application contains business rule errors, the application is saved and the errors are listed in red on the SFSP Sponsor Save page. To correct business rule errors, go to **Step 6**.

6. Click **<Back** of the Application Results page to return to the Application form.
7. Make the necessary changes to the application to correct the errors and then click **Submit** to submit the changes. The system re-checks the application for errors and displays the Application Results page.
8. Click **Finish** to continue. The Sponsor Information Page displays.
- 9.

How To: Modify a Sponsor Application

A Sponsor Application can be revised or updated at any time after it has been saved on the system.

NOTE: If the application being modified has already been approved, changes to the application resulting in business rule errors nullify the approval and change the application status to 'Incomplete'.

Below are the steps for modifying a Sponsor Application:

1. From the Sponsor Application menu, click **GO!** to the left of **Sponsor Applications**. The Sponsor Application currently on file for the Program Year displays.
2. Make the necessary modifications to the application and then click **Submit**. As with the original submission of the application, the system checks the application for input errors and runs business rule edits.
3. Make any necessary changes to the application to correct the errors and then click **Submit** to save the changes. The system re-checks the application for errors, saves the modifications and displays the Application Results page.
4. Click **Finish** to continue. The Sponsor Information page displays.

To Delete a Sponsor Application

A Sponsor Application can only be deleted for a program year if the Sponsor has not yet submitted any claims for that year. Below are the steps for deleting a Sponsor Application.

WARNING: Deleting a Sponsor Application will result in the deletion of all information related to the Sponsor application packet including all site applications for the program year.

1. Click **Applications** on the SFSP Main Menu to display the Applications tasks.
2. Click **Sponsor Applications**.
3. Select a **Program Year** from the Program Year list by Clicking the appropriate year. The Sponsor Application Selection page displays with the selected year indicated.

NOTE: After you have initially selected a Program Year, Clicking **Sponsor Application** on the Main Menu takes you directly to the Sponsor Application Index Page, skipping the Program Year list. If you wish to work in a different Program Year other than the one displayed at the top of the page, use the right or left arrow button ◀ ▶ to select the appropriate **Program Year**.

4. Click a specific letter or number or **All** to display a list of Sponsor names that begin with the selected letter or number or a list of all Sponsors for which Sponsor applications are on file.
5. Click **Delete** to the right of the Sponsor Name. The Sponsor's Name, IRN and Program Year displays together with a warning message and a prompt to **Please press Delete to confirm**.
6. Click **Delete** to delete the Sponsor Application packet. The message **Sponsor was successfully deleted** displays.

Board Members

After the Sponsor Application has been submitted, **Board Members** displays on the Sponsor Application menu if the sponsor is a Private Non-Profit Organization. To access the Board Members, click **GO!** to the left **Board Members** on the Sponsor Application menu. The Board Members page displays.

Summer Food Service Program			
Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
A Place to Learn	111222333	869991112	2005-2006
Warning - Business Rule Error(s) Exist			
Error Number	Error Description	Error Type	
10050	Chairman of the Board is required and must be selected.	Inactive	
10051	You must read and agree to the board member certification statement below.	Inactive	
Board Members List			
Name	Phone	Address	Action
No Board Members available			
<input type="checkbox"/> I certify that the board members entered and their respective data is, to the best of my knowledge, true and accurate.			
<input type="button" value="Redisplay"/> <input type="button" value=" < Back"/> <input type="button" value="Cancel"/> <input type="button" value="Add Board Member"/> <input type="button" value="Save"/>			

Figure 16: Board Member List screen

- Click **Add Board Member**. The Board Member Information screen displays.

Summer Food Service Program			
Institution			
Institution Name	Agreement Number	Federal ID (EIN)	Program Year
A Place to Learn	111222333	869991112	2005-2006
Board Member Information			
(Item #D- 1)			
Name: (First, Middle, Last)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth:	<input type="text"/>		
Phone:	<input type="text"/>	Ext.	<input type="text"/>
Email:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>		
State:	GA	Zip Code:	<input type="text"/>

Figure 17: Board Member Information screen

(Item #D-2)

Is this member related to other Board Members? ☐ Yes ☐ No

If yes, please specify:

☐ **Chairman of the Board** (check to indicate this member is the Chairman of the Board)

Figure 18: Board Member Information screen (cont)

- Enter the board member information and click **Save** or **Continue>**.
- Select the check box to indicate the Board Member is the Chairman of the Board.
- When the Board information is complete, click **<Back**.

Site Application(s)

After the Sponsor Application has been submitted, **Site Applications** displays on the Sponsor Application menu. The Sponsor must enroll each participating Site in the program by submitting a Site Application for approval. Like the Sponsor Application, a new Site Application must be submitted for each site as part of the Sponsor Application packet each program year. To access the Sponsor's Site Applications, click **GO!** to the left of **Site Applications** on the Sponsor Application menu. The Site Information page displays.

Site Information Page

Below is an example of the Site Information page. This page displays a list of the Sponsor's sites that have Site Applications on file for the program year.

Site Information									
Sponsor									
Sponsor Name				Agreement Number		Program Year			
A Place to Learn				111222333		2006			
Site(s)									
Approved	Unapproved	No Participation	Denied	Total					
2	0	0	0	2					
Site Name(s)	Start Date	End Date	Status	Status Date	Review Required	New Site	Action	Note	
A Place to Learn Site One	06/01/2006	09/30/2006	Approved	06/05/2006	No	Yes	Modify Delete	No Errors	
A Place to Learn Site Two	10/01/2005	09/30/2006	Approved	06/05/2006	No	Yes	Modify Delete	No Errors	
<div> < Back to Sponsor Add Site </div>									

Figure 19: Site Information Page

Sponsor Site(s)

- If the Sponsor has not yet submitted any Site Applications, the Site Information page displays the message **No Sites applications found for this Sponsor/Year**. If one or more Site Applications are on file for the Sponsor, the Site Information page displays a list of these sites.

The following buttons are located at the bottom of the Site Information page:

Click this	To
< Back to Sponsor	Return to the Sponsor Application menu.
Add Site	Display the Add Site Application page.

Add Site Application Page

Below is an example of the Add Site Application page. Only sites for which the Sponsor can submit a Site Application are listed.

Site Enrollment		
Sponsor		
Sponsor	Program Year	Agreement Number
A Place to Learn	2006	111222333
Available Sites to Add		Program Year Last Approved
Click here to enroll A Place to Learn Site One in the SFSP Program		New Site
Click here to enroll A Place to Learn Site Two in the SFSP Program		New Site
<input type="button" value=" < Back"/>		

Figure 20: Add Site Application Page

Add Site Application

- Click **Click here to enroll (Site Name) in the SFSP Program** to add a Site Application for the selected site.

The following button is located at the bottom of the Add Site Application page:

Click this	To
< Back	Return to the Sponsor Application page.

SFSP Site Application Form

SFSP Site Application			
Sponsor			
Sponsor Name	Site Name	Site Number	Program Year
A Place to Learn	A Place to Learn Site Two	2	2005 - 2006
Street Address		Sponsor Contact / Site Supervisor	
Address:	<input type="text"/>	Name: (First, Middle, Last)	<input type="text"/> <input type="text"/> <input type="text"/>
Address 2:	<input type="text"/>	E-Mail ID:	<input type="text"/>
City:	<input type="text"/>	Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
State:	GA Zip Code: <input type="text"/>	Alternate Phone:	(<input type="text"/>) <input type="text"/> - <input type="text"/> Ext. <input type="text"/>
County:	<input type="text"/> <input type="button" value="Refresh School Names"/>	Fax:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
Site Description			
<input type="radio"/> Indoor Site <input type="radio"/> Outdoor Site			
Type of Location <input type="text"/>		If "Other" please describe: <input type="text"/>	

Figure 21: SFSP Site Application – Street Address, Sponsor Contact / Site Supervisor and Site Description

Street Address, Sponsor Contact/Site Supervisor and Site Description

- The Street Address populates with the address from the prior year site application if available.
- After selecting the county from the **County** list, click **Refresh School Names**. This prepares the site application for the information to be entered in the next section. (The list of schools in the Eligibility Information section is based on the county selected.)
- Enter the **Sponsor Contact / Site Supervisor** information.
- Click **Indoor Site** or **Outdoor Site** to indicate the **Site Description** and then select the appropriate type from the **Type of Location** list.

Eligibility Information: Choose one that applies.							
<input type="radio"/> Open site using school data Enter the Estimated number of Free & Reduced children served at this site: <input type="text"/>	Select the School from which site draws its attendance: <div>No Records Available ▾</div> School Site Data <table> <tr> <td>Free & Reduced Total</td> <td>Percent</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td><input type="text"/></td> </tr> </table>	Free & Reduced Total	Percent	<input type="text"/>			<input type="text"/>
Free & Reduced Total		Percent	<input type="text"/>				
			<input type="text"/>				
<input type="radio"/> Restricted Open site using school data Site Capacity: <input type="text"/>							
<input type="radio"/> Special restricted open site using school data No of Eligible Participants: <input type="text"/>							
<input type="radio"/> Open site using census tract data (Attach census tract data eligibility)							
<input type="radio"/> Open site using migrant organization information (Attach Documentation)							
<input type="radio"/> Open site using tribal information (Attach Documentation)							
<input type="radio"/> Closed Enrolled site - Income applications are collected No of Enrolled Participants: <input type="text"/> No of Eligible Participants: <input type="text"/>							
<input type="radio"/> Residential camp/Day camp - Income applications are collected No of Enrolled Participants: <input type="text"/>							
<input type="radio"/> National Youth Sports Program (NYSP) (Attach Certification)							

Figure 22: Site Application – Eligibility Information

Eligibility Information

- Select a Site Type.
- Enter any additional information required for the selected site type.
- From the **Select the School from which the site draws its attendance** list, click the desired school. (You must select the county from **County** list and click **Refresh School Names** in the above address section in order for the correct schools to display). The School Site Data for Free & Reduced Total and Percent automatically populates with the stored information for the selected school.

Racial/Ethnic Data						
Select the name of a school in the zone in which the site is located. (All programs):					No Records Available ▼	
American Indian/Alaskan Native	Asian or Pacific Islander	Black (not of Hispanic origin)	Hispanic	White (not of Hispanic origin)	Multi-Racial	Total
0%	0%	0%	0%	0%	0%	0%
Input the Number of enrolled participants in each racial/ethnic group for this center						
						0
0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0%

Figure 23: Site Application – Racial / Ethnic Data

Racial / Ethnic Data

- From the **Name of a School** list, select the in which the site is located. (You must select the **County** from the drop-down list and click **Refresh School Names** in the above address section in order for the correct schools to display). The percentages and total are automatically populated with the stored information for the selected school.
- Enter the **Number of enrolled participants in each racial /ethnic group for this center**. The percentages of each are then automatically computed.

Operating Dates																																												
Begin Date:					End Date:																																							
<table border="1"> <thead> <tr> <th colspan="4">Number of Operating Days</th> </tr> </thead> <tbody> <tr> <td>Oct</td><td></td><td>Nov</td><td></td><td>Dec</td><td></td> </tr> <tr> <td>Jan</td><td></td><td>Feb</td><td></td><td>Mar</td><td></td> </tr> <tr> <td>Apr</td><td></td><td>May</td><td></td><td>Jun</td><td></td> </tr> <tr> <td>Jul</td><td></td><td>Aug</td><td></td><td>Sep</td><td></td> </tr> <tr> <td colspan="4">Total Days:</td> <td colspan="2"></td> </tr> </tbody> </table>										Number of Operating Days				Oct		Nov		Dec		Jan		Feb		Mar		Apr		May		Jun		Jul		Aug		Sep		Total Days:						
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<table border="1"> <thead> <tr> <th colspan="5">Hours Meal Served</th> </tr> <tr> <th>Meal</th> <th>Begin</th> <th>End</th> <th>ADA</th> <th>Cap</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>A.M. Snack</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Lunch</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>P.M. Snack</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Supper</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Hours Meal Served					Meal	Begin	End	ADA	Cap	Breakfast					A.M. Snack					Lunch					P.M. Snack					Supper				
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Meal	Begin	End	ADA	Cap																																								
Breakfast																																												
A.M. Snack																																												
Lunch																																												
P.M. Snack																																												
Supper																																												

Figure 24: Site Application – Operating Dates, Operating Days, and Hours Meal Served

Operating Dates, Number of Operating Days, Hours Meal Served

- From the **Beginning** and **Ending Dates** lists, select the appropriate dates.
- Enter the number of **Operating Days** for each month of operation.
- Enter the **Total Days** of operation. This is the total of all values entered for each month.
- From the **Begin** and **End** lists, select the time of each meal type served.
- Enter the Average Daily Attendance (**ADA**) and **Cap** for each meal served. The Cap field is not displayed for sponsor users.

Days of Operation						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Activities at Site						
<input type="checkbox"/> Recreational/Cultural Program		<input type="checkbox"/> NYSP		<input type="checkbox"/> Other <input type="text"/>		
<input type="checkbox"/> Summer School (OPEN SITE ONLY)		<input type="checkbox"/> No Organized Activities				

Figure 25: Site Application – Days of Operation and Activities at Site

Days of Operation and Activities at Site

- Select the appropriate check boxes to indicate the **Days** of the week that the site operates.
- Select the appropriate check boxes to indicate the **Activities** at the Site.

Meal Service				
Meal Preparation Type	Self-Preparation			
	<input type="radio"/> Prepare for this site only.			
	<input type="radio"/> Prepare for multiple sites.			
<input type="radio"/> Receive meals from a central kitchen.				
<input type="radio"/> Rural <input type="radio"/> Urban	Is the site located in a Rural or Urban area?			
<input type="radio"/> Yes <input type="radio"/> No	Offer vs Serve			
Children are served <input type="text"/>	Children are supervised during meal by:	Teachers <input type="checkbox"/>	Site Supervisor <input type="checkbox"/>	Aides <input type="checkbox"/>
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	For outdoors sites, have arrangements been made for food service during inclement weather?			
<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	For receiving sites, are there procedures for maintaining the appropriate temperature of meals during delivery and before meal service?			
<input type="radio"/> Yes <input type="radio"/> No	Is there adequate storage for leftovers on site or a procedure for returning leftover meals to the central kitchen?			
<input type="radio"/> Yes <input type="radio"/> No	Is there a procedure for notifying sponsors of meal counts adjustments?			

Figure 26: Site Application – Meal Service Questions

Meal Service Questions

- Click **Prepare for this site only**, **Prepare for Multiple sites** or **Receive Meals from a central kitchen** to indicate the **Meal Preparation Type**.
- Click **Rural** or **Urban** to indicate the site's location.
- Click **Yes** or **No** to indicate whether the site is **Offer vs. Serve**.
- From the **Children are Served** list, select **Cafeteria Style**, **Snack Lunch**, **Family Style**, **Other**, **Bulk Delivery** or **Self Serve**.
- Select the **Teachers**, **Site Supervisor** or **Aides** check box to indicate how **Children are supervised** during the meal.
- Click **Yes**, **No** or **N/A** to answer each question in the meal service question section.

Additional Site Information	
<input type="radio"/> Yes <input type="radio"/> No	Does the site participate in the USDA Child and Adult Care Food Program?
<input type="radio"/> Yes <input type="radio"/> No	Has this site received a pre-operational visit from the sponsor, and is the site equipped to serve meals for the number anticipated?
<input type="radio"/> Yes <input type="radio"/> No	Does the sponsor directly operate this site year-round? <input type="radio"/> Yes <input type="radio"/> No If no, has a Sponsor/Site agreement been signed and dated? Sponsor/Site Agreements must be signed and dated prior to start of operation and must be maintained on file for Bright from the Start review.
<input type="radio"/> Yes <input type="radio"/> No	Are there other sites located in the same district as this site? If yes, list site names and any known site addresses: <input type="text"/>
Miscellaneous	
<input type="checkbox"/> No Participation	No Participation Date:

Figure 27: Site Application – Addition Site Information and Miscellaneous

Additional Site Information and Miscellaneous

- Click **Yes** or **No** to answer each question in the **Additional Site Information**.
- If there are **Other Sites** located in the same district, enter the site names in the box provided.
- Select the **No Participation** check box, if applicable. The date the screen is submitted displays as the **No Participation Date**.

The following buttons are located at the bottom of the form:

Click this	To
< Back	Return to the Site Information page. Does not save input.
Cancel	Return to the Site Information page. Does not save input.
Submit	Check form for input and business rule errors. Saves input and displays the SFSP Site Application Results page.

How To: Add a Site Application

Below are steps for adding a Site Application to the Sponsor Application packet.

1. From the Sponsor Application menu, click **GO!** to the left of the **Site Application(s)** menu item. The Site Information page displays.
2. Click **Add Site**. The Add Site Application page displays with a list of available sites to add.

NOTE: If a Site does not have a Site Application on file and does not appear on this list, a Site Profile for the Site must be added to the Sponsor Profile by the State Administrator.

3. From the Available Sites to Add list, click **Click here to enroll (Site Name) in the SFSP Program** for the site for which you wish to add an application to the SFSP program. The SFSP Site Application page displays.
4. Complete the SFSP Site Application form.
5. Click **Submit** to submit the form. As with the Sponsor Application form, the system checks the form for input errors and runs business rule edits.

6. Make any necessary changes to the form to correct the errors, and then click **Submit** to save the changes. The system re-checks the application for errors, saves the data entered, and displays the Application Results page.
7. Click **Finish** to continue. The Site Information page displays.

How To: Modify a Site Application

Below are the steps for modifying a Site Application:

NOTE: If the application being modified has already been approved, changes to the application resulting in business rule errors will cause the application status to change to 'Incomplete'.

1. From the Sponsor Application menu, click **GO!** to the left of **Site Application(s)**. The Site Information page displays.
2. Click **Modify** beside the site whose application you wish to modify. The SFSP Site Application page displays.
3. Make the necessary modifications to the application, and then click **Submit**. As with the original submission of the application, the system checks the application for input errors and runs business rule edits.
4. Make the necessary changes to the application to correct any errors, and then click **Submit** to submit the changes. The system re-checks the application for errors and displays the Application Results page.
5. Click **Finish** to continue. The Site Information page displays.

How To: Delete a Site Application

A Site Application can only be deleted if the Sponsor has not yet submitted any claims for the Program Year. Below are the steps for deleting a Site Application.

1. From the Sponsor Application menu, click **GO!** to the left of **Site Application(s)**. The Site Information page displays.
2. Click **Delete** in the Action column for the site whose application you wish to delete. The Delete Site Application page displays.
3. The Site Name and Sponsor Name display together with a prompt to **Please press DELETE to confirm**.
4. Click **Delete** to delete the Site Application. The message **Successfully deleted** displays.
5. Click **<Back** to return to the Site Information page.

Management Plan

Once the Sponsor Application and Site Application have been submitted, **Management Plan** displays on the Sponsor Application menu.

The Sponsor Application screen now provides a status message pertaining to Management Plans for fiscal years 2007 and later.

GO!	Site Application(s)	1 Approved 0 Unapproved 0 No Participation 0 Denied
GO!	Management Plan	Errors Exist
GO!	Detailed SFSP Budget	
GO!	Certifications	No Errors

Figure 28: Sponsor Application Screen with Management Plan Status

The table below lists the possible status messages displayed:

Status Message	Displays if
Not Started	No Management Plan currently exists.
Original Only	Only the original Management Plan exists and is approved.
Number of Revisions <i>n</i>	The most recent Management Plan is a revision and is approved.
Errors Exist	The most recent Management Plan has errors.
Unapproved	The most recent Management Plan does not have any errors and is not approved.
Revision Needed	The most recent Management Plan does not have any errors and is marked that a revision is needed.

- Click **GO!** to the left of **Management Plan** on the Sponsor Application menu to access the Management Plan screen.

Summer Food Service Program Management Plan

Sponsor		
Sponsor	Agreement Number	Program Year
Creative Futures, Inc.	08220	2007

Management Plan				
Revision Number	Review Status	Date Approved	Date Last Modified By Sponsor	Action
No information available				

[< Back to Sponsor](#)
[Add Plan](#)

Figure 29: SFSP Management Plan Status

The above screen shows that no management plan has been submitted.

- Click **Add Plan** to access the Management Plan screen.

[Show Latest Revision Details](#)

[Revision History](#)

SFSP Management Plan

Sponsor				
Sponsor Name	Agreement Number	Federal ID(FEIN)	Program Year	Revision No.
City of Albany	08002	586000504	2007	Original

Staffing Plan
No staffing information exists in latest budget.

Organizational Fiscal and Financial Viability
(1) Describe how the organization maintains continued financial viability utilizing program and non-program revenues and resources. (2) Describe the financial management system used (ledger, accounting software). (3) Describe the procedures for tracking SFSP funds separately from other organizational funds (i.e. separate banking account or coding system in commingled account). (4) Detail how administrative costs will be separated from operating costs. (5) If funds must be repaid for claiming unallowable costs with SFSP monies, indicate the funding source the institution would use to repay these unallowable costs. SFSP funds cannot be used to repay unallowable costs.
<input type="text"/>

Training Plan
(1) Describe the organization's training plan for SFSP staff (paid and volunteer) that support the SFSP. (2) Indicate who will be trained, the training date(s), and the training materials to be used. (3) Indicate how the agenda, sign-in sheets, handouts, etc. will be maintained on file and ready for review.
<input type="text"/>

Site Approval Plan
Describe the process for determining site eligibility and include detailed steps as to how the organization approves a site, based on eligibility, need, location, etc.
<input type="text"/>

Monitoring Plan
(1) Describe the process for monitoring approved sites and include the frequency, types of visits, reviews, follow-ups, and corrective action plan development. (2) Describe the process the organization uses to review all monitoring reports that have been submitted for completeness and accuracy.
<input type="text"/>

Figure 30: SFSP Management Plan form

Record Keeping Plan	
List name and address/location below where you will maintain SFSP records and also give name and phone number of the individual(s) who can access these records.	
Name and Address of location of Records: <input type="checkbox"/> Check here if the address is the same as the Street address	<div></div>
Name: (First, Middle, Last)	<div></div>
Business Phone:	<div></div> Ext. <div></div>
Name: (First, Middle, Last)	<div></div>
Business Phone:	<div></div> Ext. <div></div>
Will ALL records be maintained at the location listed above? <input type="radio"/> Yes <input type="radio"/> No If No, list additional details about years and where records are stored.	
<div></div>	
Do you participate in the SFSP in any state other than Georgia? <input type="radio"/> Yes <input type="radio"/> No If Yes, indicate the other state(s) you currently have programs.	
<div></div>	
<input type="checkbox"/> Yes, I understand that if I no longer participate in the SFSP, I must still maintain SFSP records for three years plus the current year. If an audit is being conducted, I will maintain the records as necessary.	
Meal Service and Delivery Plan	
* Describe an organized and supervised system of serving meals to participating	
<div></div>	
* Describe an organized plan followed by all sites regarding leftover meals that meet the standards prescribed by state and local health departments.	
<div></div>	
* Describe delivery of meals to sites that meet the standards prescribed by state and local health departments.	
<div></div>	
* Describe the storage facilities reserved to store SFSP meals and other food items until meal service.	
<div></div>	

Figure 31: SFSP Management Plan form (cont)

Compensation Plan											
<p>(1) Describe procedures for compensating operating and administrative staff, and include the following:</p> <ul style="list-style-type: none"> (a) Types of work documentation maintained. (b) How rates are determined to be reasonable? (c) The pay rates for all SFSP staff and the fringe benefits offered (list applicable staff titles). (d) Indicate which SFSP staff positions are paid with W-2's or 1099's. (e) Which board members work directly in and are paid through the SFSP? (f) How is work time prorated between SFSP, CACFP and all other non-SFSP related work? (All pay must meet DOL statistics in order to be approved.) <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>											
Claim Submission Plan											
<p>(1) Describe procedures for ensuring that only creditable meals and documented allowable costs are claimed and indicate the following:</p> <ul style="list-style-type: none"> (a) How are daily meal counts and allowable costs reviewed and consolidated on a weekly and monthly basis? (b) How are source documentation for claimed allowable costs maintained and organized? (c) How are noncreditable and unallowable costs separated and not included on the monthly SFSP claims? <p>(2) Indicate the person(s) responsible for preparing and submitting the claims accurately and timely in accordance with SFSP regulations and policies.</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>											
Other Plans											
<p>* Describe efforts to assure that minority populations have the opportunity to participate.</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>											
<p>* Describe efforts to contact minority and grassroots organizations about the opportunity to participate in the program.</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>											
Certification Statement											
<p><input type="checkbox"/> By checking the box, I certify that the information contained in this management plan is true and correct. I understand that the submission of false information will result in my application being denied and could also result in being denied participation in any federal nutrition program. I also accept final administrative and financial responsibility for food service operation in my site(s). I understand that it is my responsibility to read and comply with all provisions listed in 225 of Code of Federal Regulations and the policies of the Bright from the Start: Georgia Department of Early Care and Learning.</p>											
DECAL Use Only											
<p>Comment:</p> <div style="border: 1px solid #ccc; height: 30px; margin-top: 5px;"></div>											
<input type="checkbox"/> Reviewed Revision Needed: <input type="radio"/> Yes <input type="radio"/> No	Reviewed By:	Reviewed Date:									
<input type="checkbox"/> Approved	Approved By:	Approved Date:									
<div style="display: flex; justify-content: space-around;"> < Back Cancel Save Approve </div>											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Created</td> <td style="width: 15%;"></td> <td style="width: 15%;"></td> </tr> <tr> <td>Modified (sponsor)</td> <td></td> <td></td> </tr> <tr> <td>Modified (DECAL)</td> <td></td> <td></td> </tr> </table>			Created			Modified (sponsor)			Modified (DECAL)		
Created											
Modified (sponsor)											
Modified (DECAL)											

Figure 32: SFSP Management Plan form (cont)

- Complete the Management Plan and click **Save**.

- If errors exist messages are displayed.

Summer Food Service Program Management Plan			
Sponsor			
Sponsor Name	Agreement Number	Federal ID (EIN)	Program Year
Creative Futures, Inc.	08220	582626633	2007

Management Plan Saved with the Following Errors		
Code	Description	Type
6204	You must check the box to indicate that you will 'maintain SFSP records for three years'.	I
6205	Compensation Plan is required	I
6206	Claim Submission Plan is required	I
6209	The Certification Statement check box must be checked	I
6210	All questions marked with an asterisk (*) must be answered.	I
6213	Name and address of location of records must be entered.	I
6214	First name, last name, and phone number of both individuals who can access records must be entered.	I
6216	Question "Will all records be maintained at the location above?" must be answered.	I
6217	Question "Do you participate in the SFSP in any state other than Georgia?" must be answered.	I

Figure 33: Errors Screen

- Click **Edit**.
- Make the necessary corrections and click **Save**. A confirmation screen displays.
- A confirmation screen displays.
- Click **Finish**.

Summer Food Service Program Management Plan				
Sponsor				
Sponsor		Agreement Number	Program Year	
Creative Futures, Inc.		08220	2007	

Management Plan				
Revision Number	Review Status	Date Approved	Date Last Modified By Sponsor	Action
Original	Approved	10/13/2006	10/13/2006 1:39:39 PM	View

Figure 34: SFSP Management Plan status

- Click **<Back to Sponsor** to return to the Sponsor Information screen.

How To: Add a Summer Food Service Program Management Plan

Below are steps for adding a SFSP Management Plan to the Sponsor Application packet.

1. From the Sponsor Application menu, click **GO!** to the left of **Management Plan**. The SFSP Management Plan page displays.
2. Click **Add Plan**. The Management Plan screen displays.
3. Enter the Management Plan and click **Save**. The Confirmation screen displays.
4. Click **Finish** to continue. The Management Plan page displays.

How To: Modify a SFSP Management Plan

Below are steps to modify a SFSP Management Plan.

1. From the Sponsor Application menu, click **GO!** to the left of **Management Plan**. The SFSP Management Plan page displays.
2. Click **Modify** in the Action column. The Management Plan screen displays.
3. Modify the Management Plan and click **Save**. The Confirmation screen displays.
4. Click **Finish** to continue. The Management Plan page displays.

How To: Delete a SFSP Management Plan

Below are steps to delete a SFSP Management Plan.

1. From the Sponsor Application menu, click **GO!** to the left of **Management Plan**. The SFSP Management Plan page displays.
2. Click **Delete** in the Action column. The Delete Management Plan confirmation screen displays.
3. Click **Delete**. The Confirmation screen displays.
4. Click **<Back** to continue. The Management Plan page displays.

Summer Food Service Program Budget

Once the Sponsor Application, Site Application and Management Plan have been submitted, **Summer Food Service Program Budget** displays on the Sponsor Application menu. An online Program Budget must be submitted for approval as part of the application packet for the Program Year. Revisions to the budget may be submitted for approval throughout the Program Year as needed.

Click **GO!** to the left of **Program Budget** on the Sponsor Application menu to access the Program Budget.

Summer Food Service Program Budget

The SFSP Budget menu lists the original budget and any revisions on file for the Program Year for the Sponsor. From this menu, you can view an approved budget, modify a budget that has been submitted but not yet approved, or add a revised budget.

Summer Food Service Program Budget					
Sponsor					
Institution Name			Agreement Number	Federal ID (EIN)	Program Year
Albany State University			08003	586001996	2006-2007
Version	Approved Operational Budget Total	Approved Administrative Budget Total	Date Submitted for Approval	Date Approved	Action
Original	\$111,206,612.54	\$49,535.50	12/6/2006	12/6/2006	View
Revision 1	\$111,206,612.54	\$49,535.50	12/7/2006	12/7/2006	View
Revision 2	\$96,001.54	\$49,535.50	12/7/2006	12/7/2006	View
Revision 3	\$96,001.54	\$9,225.50	12/8/2006	12/8/2006	View
Revision 4	\$96,501.54	\$9,225.50	12/11/2006	12/11/2006	View
Revision 5	\$96,501.54	\$9,225.50			View Modify Delete
<input type="button" value="Add New Budget"/> <input type="button" value="Close"/>					

Figure 35: Summer Food Service Program Budget screen

Budget List

- If no budget has been submitted, **No budget information available** displays.
- An approved budget or revision displays **View** in the Action column. After a revision of the budget has been approved, that revision can only be viewed.
- A budget that has been submitted, but not yet approved, displays **Modify** in the Action column allowing the user to make changes prior to approval.
- To add a revised budget, click **Add**.
- To delete a revised budget, click **Delete**.

The following buttons are located at the bottom of the Summer Food Service Program Budget list:

Click this	To
Close	Return to the Sponsor Application menu.
Add New Budget	Display the Summer Food Service Program Budget form.

Summer Food Service Program Budget Form

The SFSP Budget form is a detailed estimate of the Sponsor's annual expenses under the SFSP program.

Summer Food Service Program Budget Main Page					
Sponsor					
Institution Name	Agreement Number	Program Year	Number Sites	Budget Version	
Camp Coca-Cola Atlanta	08282	2008-2009	0	Original	
Adult Meals					
Will the meals be sold to adults?					
<input type="radio"/> Yes <input checked="" type="radio"/> No If yes, indicate the type(s) of adults. <input type="radio"/> Program Adults Only <input type="radio"/> Nonprogram Adults Only <input type="radio"/> Both					
Price Charge for:	Breakfast	Snack AM	Lunch	Snack PM	Supper
	\$0.00	N/A	\$0.00	N/A	N/A
<input type="button" value="Save Prices"/>					

Figure 36: Summer Food Service Program Budget form

Federal Revenue

- The Operating Federal Revenue and the Administrative Federal Revenue are calculated using the information entered in the site application.

NOTE: Since the federal reimbursement is based on information from the site application, the Program Budget should be revised if additional sites are added or if significant changes are made to the site applications.

Adult Meals

- Click **Yes** or **No** to indicate whether meals **will be sold to adults**.
- Click **Program Adults Only**, **Nonprogram Adults Only** or **Both** to indicate the type of adults.
- Enter the **Price Charge** for each meal offered.

Potential Maximum Reimbursement					
Meal Type	Low Rate		High Rate		Total for Low and High Grand Total
	Current Projected Meal Totals	Rate	Current Projected Meal Totals	Rate	
Breakfast		\$1.7800	1,750	\$1.8150	\$3,176.25
Lunch		\$3.1300	1,750	\$3.1825	\$5,569.38
Totals	0		3,500		\$8,745.63

[See Year To Date Claimed Meal Totals](#)

Figure 37: Summer Food Service Program Budget form (con't)

**SFSP
User Manual
Web-Based Child Nutrition Programs**

Georgia

ANNUAL COSTS				
	Item	Cost Category	Budgeted Amount	Current State Approved Amount
1	Procurement Costs			
1A	Contracted Food Costs		\$0.00	\$0.00
1B	Store Purchases		\$0.00	\$0.00
	Total for Procurement Costs		\$0.00	\$0.00
2	Labor Costs			
2A	Site Labor		\$0.00	\$0.00
2B	Kitchen Labor		\$0.00	\$0.00
2C	Administrator		\$0.00	\$0.00
2D	Bookkeeper/Accountant		\$0.00	\$0.00
2E	Monitors		\$0.00	\$0.00
2F	Clerical Staff		\$0.00	\$0.00
2G	Drivers		\$0.00	\$0.00
	Total for Labor Costs		\$0.00	\$0.00
3	Supplies			
3A	Expendable Supplies		\$0.00	\$0.00
3B	Durable Supplies (Non-expendable)		\$0.00	\$0.00
3C	Expendable		\$0.00	\$0.00
3D	Durable		\$0.00	\$0.00
	Total for Supplies		\$0.00	\$0.00
4	Travel Costs			
4A	Mileage		\$0.00	\$0.00
4B	Vehicle Rental		\$0.00	\$0.00
	Total for Travel Costs		\$0.00	\$0.00
5	Facilities/Utilities			
5A	Kitchen/Serving Area Depreciation		\$0.00	\$0.00
5B	Utilities of Kitchen/Serving Area		\$0.00	\$0.00
5C	Office Space Depreciation		\$0.00	\$0.00
5D	Office Space Utilities		\$0.00	\$0.00
	Total for Facilities/Utilities		\$0.00	\$0.00
6	Equipment			
6A	Equipment \$5000 or over (Depreciation)		\$0.00	\$0.00
6B	Equipment Rental/Lease (non-vehicle)		\$0.00	\$0.00
	Total for Equipment		\$0.00	\$0.00
7	Other Costs			
7A	Printing/Postage/Phone		\$0.00	\$0.00
7B	Audit Fees		\$0.00	\$0.00
7C	Indirect Costs		\$0.00	\$0.00
7D	Other Admin. Costs		\$0.00	\$0.00
	Total for Other Costs		\$0.00	\$0.00
8	ANNUAL COSTS TOTAL		\$7,307.00	\$7,307.00

Internal Use Only

Comments:

This budget is error free.

Figure 38: Summer Food Service Program Budget form (cont)

Annual Costs

- Click on each link to enter the estimated annual cost for each field in the **Annual Costs** section.
- The Total for each category and for the Annual Costs Total is computed by the system.

1A - Contracted Food Costs

Type of Food Service Contract	Company Name	Company Contact	Business Phone Number	Street Address	Mailing Address	Begin Contract Date	End Contract Date	Hours of Operation	Date Procurement Checklist, Contract & Supporting Documents Sent to State Agency	Total Cost of Contract (Prior State Approval for Contracts over \$100,000)	State Approved Amount	Approved or Denied
										Total:	\$0.00	\$0.00

Sponsor Comments:

State Comments:

← [Budget Main Page](#)
→ [1B - Store Purchases](#)

Figure 39: Summer Food Service Program Operating Cost screen

1. To enter costs enter the number of rows in the text box and then click **Add Rows**.
2. Enter the applicable information in the appropriate boxes that appear.
3. Click **Save**.
4. Click **Save and Close** when all of the applicable costs have been entered.

NOTE: Use the green arrows to navigate between the costs within this section.

Administrative Costs

- Click on each link to enter the estimated annual cost for each field in the **Administrative Costs** section.
- The Total for each category and for the Administrative Cost Grand Total is computed by the system.

9A - Administrator/Director/Coordinator

Must be legal employees of the organization. These positions cannot be contracted out.

1		Add Rows												
Name	Position	Type	Funding Source	Hourly Rate	Gross Monthly Rate	Total Daily Hours for Agency	Total Daily Hours for Operating SFSP	% of Total Hours Worked for SFSP	Number of SFSP Oper Days	Total Required Employer Taxes - Employees Only	Total Required Employer Taxes Paid by SFSP-Employees Only	Total Budgeted Cost for SFSP Operation	State Approved Amount	Approved or Denied
Total:												\$0.00	\$0.00	

Number of names entered: 0

Sponsor Comments:

State Comments:

Save

Save and Close

Close



7 - Other Operational Costs



9B - Bookkeeper/Accountant

Figure 40: Summer Food Service Program Operating Cost screen

1. To enter costs enter the number of rows in the text box and then click **Add Rows**.
2. Enter the applicable information in the appropriate boxes that appear.
3. Click **Save**.
4. Click **Save and Close** when all of the applicable costs have been entered.

NOTE: Use the green arrows to navigate between the costs within this section.

The following buttons are located at the bottom of the SFSP Program Budget form:

Click this	To
< Back	Return to the SFSP Budget menu.
Save	Saves the changes made to the page and redisplay the pages.
Submit Budget to DECAL for Approval	Checks form for input and business rule errors. Saves input and displays the Budget Item Rows Disposition Summary. Note: The budget must be error free.

How To: Submit a Summer Food Service Program Budget

Below are the steps for submitting a SFSP Program Budget.

1. From the Sponsor Application menu, click **GO!** to the left of **Summer Food Service Program Budget**. The SFSP Program Budget menu displays.
2. Click **Add**. The SFSP Program Budget form displays.

3. Complete the form and click **Submit Budget to DECAL for Approval**. As with other forms, the system runs business rule edits and displays the SFSP Budget results page with the Budget Totals.
4. If necessary, return to the budget using the **Modify** link, make changes to correct any errors, and then resubmit the budget.
5. From the Summer Food Service Program Budget results page, click < **Back** to return to the SFSP Budget menu. The budget is added to the list with the date it was submitted in the Date Last Modified column.

How To: Modify a Summer Food Service Program Budget

Below are the steps for making changes to a SFSP budget/revision that has not yet been approved.

1. From the Sponsor Application menu, click **GO!** to the left of **Program Budget**. The Summer Food Service Program Budget menu displays.
2. Click **Modify** beside the unapproved budget/revision. The Summer Food Service Program Budget form displays with the completed budget.
3. Make the needed changes and click **Submit**. As with the original budget, the system runs business rule edits and displays the SFSP Program Budget results page with the Budget Totals.
4. If necessary, return to the budget by clicking the **Modify** link, make changes to correct any errors, and then resubmit the budget.
5. From the SFSP Program Budget results page, click < **Back** to return to the SFSP Program Budget menu. The budget is added to the list with the date the modified budget was submitted in the Last Modified column.

How To: Add a Revised Summer Food Service Program Budget

In order to submit a revised SFSP budget, the last budget/revision must have been approved. Below are the steps for submitting a revised SFSP budget.

1. Click **Add**. The SFSP Program Budget form displays and populates with information from the last approved budget revision.
2. Make the desired revisions and click **Submit**. As with the original budget, the system runs business rule edits and displays the SFSP Program Budget results page with the revised Budget Totals.
3. If necessary, return to the budget by clicking the **Modify** link, make changes to correct any errors, and then resubmit the budget.
4. From the SFSP Program Budget results page, click < **Back** to return to the SFSP Program Budget menu. The revised budget is added to the list with the date it was submitted in the Last Modified column.

Menu Plans

The menu plans are designed to...

Menu Version History				
Sponsor				
Institution Name	Agreement Number	Federal ID	Program Year	
Albany State University	08003	586001996	2007	
Cycle Menus				
Revision Number	Date Approved	Date Last Modified	Status	Action
Original		12/7/2006	Unapproved	View Modify Delete Revise
<input type="button" value="Back to Sponsor"/>				

Figure 41: Summer Food Service Program Menu Plans screen

How To: View a Summer Food Service Menu Plan

Below are the steps for viewing a SFSP Program Menu Plan.

1. From the Sponsor Application menu, click **GO!** to the left of **Summer Food Service Program Menu Plans**. The SFSP Program Menu Version History screen displays.
2. Click **View** to the right of the revision you wish to view. The **Sponsor Menus** screen displays.
3. Click **Back** to return to the **Menu Version History** screen.

How To: Modify a Summer Food Service Menu Plan

Below are the steps for making changes to a SFSP Program Menu Plan.

1. From the Sponsor Application menu, click **GO!** to the left of **Program Budget**. The **Menu Version History** screen displays.
2. Click **Modify** to the right of the meal you wish to modify. The **Main Cycle Menu Form** screen displays.
3. Make the needed changes and click **Save**.
4. Click **Back** to return to the Sponsors Menu screen.
5. Click **Save**, and then click **Back** to return to the **Menu Version History** screen.

How To: Delete Summer Food Service Menu Plan

Below are the steps for deleting a SFSP Program Menu Plan.

1. From the Sponsor Application menu, click **GO!** to the left of **Summer Food Service Program Menu Plans**. The SFSP Program Menu Version History screen displays.
2. Click **Delete** to the right of the Revision Number you wish to delete.
3. Click **OK** on the message box that appears.

Certifications

The certifications screen is designed to allow the sponsor to Certify that they agree with or are in compliance with certain requirements.

SFSP Certification			
Sponsor			
Sponsor Name	Agreement Number	Federal ID (EIN)	Program Year
A Place to Learn	111222333	869991112	2005-2006
Certifications			
Drug-Free Workplace Act of 1988 Certification			
<input type="checkbox"/> By checking this box, I certify that I have read and understand Form AD-1049 (REV 5/90) "Certification Regarding Drug-Free Workplace Requirements (Grants) Alternative I-For Grantees Other than Individuals" located on Additional Forms and having read this form,			
<input type="checkbox"/> By checking this box, I certify that my organization is in compliance with the certification which is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (Pub. L 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990 Federal Register (pages 21681-21691). I further understand that copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.			
Certification Regarding Lobbying			
<input type="checkbox"/> By checking the box, I certify that I have read and understand the "Certification Regarding Lobbying" form located on Additional Forms and having read this form, I agree to the requirements set forth in the certification statement.			
Created By:	Created Date:	Modified By:	Modified Date:
<input style="border: 1px solid black;" type="button" value=" < Back "/> <input style="border: 1px solid black;" type="button" value=" Cancel "/> <input style="border: 1px solid black;" type="button" value=" Save "/>			

Figure 42: Summer Food Service Program Second Advance Payment Certification screen

- Click each applicable certification statement check box.
- Click **Save** to view the SFSP Certification Confirmation screen.
- Click **Finish** to return to the Sponsor Information screen.

The following buttons are located at the bottom of the SFSP Certification screen.

Click this	To
< Back	Returns to the Sponsor Application Menu. Does not save input.
Cancel	Returns to the Sponsor Application Menu. Does not save input.
Save	Checks form for input and business rule errors. Saves input and displays Results page.

Advances

The application packet **Advances** item is a tool tracks Advances.

- Click **Advances** and the Advance Information: Summer Food Service Program screen displays.

Advance Information: Summer Food Service Program

Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
A Place to Learn	111222333	869991112	2006

Advance Information						
Advance Month	Total Amount Approved	Total Amount Paid	Amount Pending	Outstanding Balance	Status	Action
October						Not available
November						Not available
December						Not available
January						Not available
February						Not available
March						Not available
April						Not available
May					Pending	Modify Delete
June						Add
July						Add
August						Add
September						Add

Figure 43: Advance Information: Summer Food Service Program screen

Advances cannot be requested for previous months.

- To request an Advance, click **Add** for the requesting month. The ADD Advance Request screen displays.
- To modify an Advance, click **Modify**.

ADD Advance Request: Summer Food Service Program			
Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
Camp Coca-Cola Atlanta	08282	582647038	2009
Advance Request			
Request Information			
<p>Sponsor Applications must be submitted by April 1st for timely advance payments.</p> <p>Month: June</p> <p>Please check the type of advance being requested. (check all that apply)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 48%;"> <p><input type="checkbox"/> Operating Advance being Requested?</p> <p><input checked="" type="radio"/> 1st Operating Advance Request</p> </div> <div style="width: 48%; border: 1px solid #ccc; padding: 5px;"> <p><input type="radio"/> 2nd Operating Advance Request (Complete the following certification.</p> <p><input type="checkbox"/> I certify that I have conducted training for sponsor level staff and site level staff prior to my 2nd advance request as defined in CFR 225.9 (c) (1).</p> </div> </div> <div style="margin-top: 20px; text-align: center;"> <p>Advance Amount \$0.00</p> <p>approved on: By:</p> <p>Posted on: By:</p> </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 25%; border: 1px solid #ccc; padding: 2px;">Created By:</div> <div style="width: 25%; border: 1px solid #ccc; padding: 2px;">Created Date:</div> <div style="width: 25%; border: 1px solid #ccc; padding: 2px;">Modified By:</div> <div style="width: 25%; border: 1px solid #ccc; padding: 2px;">Modified Date:</div> </div> <div style="text-align: center; margin-top: 10px;"> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" < Back "/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" Cancel "/> <input style="border: 1px solid #ccc; padding: 2px 10px;" type="button" value=" Save "/> </div>			

Figure 44: ADD Advance Request: SFSP screen

- Select the appropriate check box to indicate the type of Advance requested.
- Click **1st Advance Request** or a **2nd Advance Request** to indicate which Advance is requested.
- If this is a second request select the appropriate Certification statement.
- Click **Save**. The confirmation screen appears.

ADD Confirmation Advance Request: Summer Food Service Program

Sponsor			
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year
A Place to Learn	111222333	869991112	2006

The Advance request saved successfully.

Warning: Your Advance Request will not be considered for approval by DECAL until your Sponsor Application has been approved.

[< Edit](#) [Finish](#)

Figure 45: ADD Confirmation Advance Request screen

- Click **Finish** to return to the Advance Information: SFSP screen.

Transaction History Report

The Transaction History Report displays transactions that have occurred. The blue column headings are links and allow the user to sort the report information.

Sponsor Transaction History Report						
Bright from the Start: Georgia Department of Early Care and Learning 10 Park Place South Suite 200 Atlanta, GA 30303				Nutrition Services CNP 2000 Program - (Development) (404) 656-6411		
Sponsor						
Sponsor Name:	Agreement Number:	Federal ID(FEIN):	Program Year			
A Place to Learn	111222333	869991112	2006			
TrxSysgenNbr	Transaction Description	Transaction Ref No.	Transaction Ref Date	Statement Process Date	Transaction Amount	Account Description
				Balance	\$0.00	
<input type="button" value=" < Back"/>						

Figure 46: Transaction History Report screen

This screen is view only. Changes cannot be made to the listed transactions from this screen.

Applications Menu

The Applications Menu is located on the left frame of the screen. The following menu items may be available based on user privilege.

Report Card

Click on Applications and then Report Card to view the following screen.

Report Card Fiscal Year: 2008			
Sponsor's Name:	Sponsor Contact Person:	Number of Years Operating the SFSP:	
111222333 A Place to Learn	Ima Contact	2	
Sponsor's Address:	County Served:	Program Type:	
1234 East Street	Dougherty	Government Agency	
Albany, GA 31701		Meal Preparation Type:	
		Vended	

Program Information	Current Year	Previous Year	Increase (Decrease)
Number of Sites	40	35	5
Average Daily Attendance (ADA)	1200	900	300
Number of Meals Served:			
Breakfast	0	0	0
Lunch	42,000	40,000	2,000
Supper	0	0	0
Supplements	0	0	0
Operational Budget	\$170,000.00	\$160,000.00	\$10,000.00
Administrative Budget	\$10,000.00	\$8,000.00	\$2,000.00
Total Operational Reimbursement	\$110,000.00	\$100,000.00	\$10,000.00
Total Administrative Reimbursement	\$7,500.00	\$7,000.00	\$500.00

Site Level activities provided by the sponsor:	<input checked="" type="checkbox"/> Recreational/Cultural Program	<input type="checkbox"/> No Organized Activities
	<input type="checkbox"/> NYSP	<input checked="" type="checkbox"/> Other
	<input type="checkbox"/> Summer/Intersession School	
*An activity is checked if one or more sites have that activity		

Figure 47: Report Card

The Report Card displays changes in program participation from the previous year.

Letter of Intent

Sponsors must complete the Online Letter of Intent if they intend to operate in the coming year. Sponsors cannot start their online application until the Letter of Intent is approved.

**Program Year Information
Online Letter of Intent**

Please Select a Program Year		
Program Year	Begin Date	End Date
2006	10/01/2005	09/30/2006

Figure 48: Online Letter of Intent screen

1. Select a Program Year.

Letter Of Intent

Summer Food Service Program																											
<div style="display: flex; justify-content: space-between;"> Program Year: 2006 </div>																											
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	0-9	All

Figure 49: Letter of Intent–Sponsor Index

2. Click the first letter of the desired Sponsor’s name.

Letter Of Intent

Summer Food Service Program																											
<div style="display: flex; justify-content: space-between;"> Program Year: 2006 </div>																											
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	0-9	All
Sponsor List - A																											
Agreement Number	Sponsor Name																				Action						
08265	Andrew College																				Modify						

Figure 50: Letter of Intent–Sponsor List

3. Click **Modify** to the right of the Sponsor name you wish to view. The Letter of Intent screen displays.

Letter of Intent

Sponsor		
Sponsor Name	Agreement Number	Program Year
Atlanta Metropolitan College-Upward Bound	08005	2007

Select all the sites that you intend to operate in the program year 2007.

☐ Select / Deselect "All"

Site Name(s)
<input type="checkbox"/> Atlanta Metro Upward Bound
<input type="checkbox"/> Canterbury School

If you intend to operate new sites in the program year, enter the number of new sites: 0

[View Sponsor Report Card](#)

☐ I certify that I have reviewed my Report Card and if there are any corrections I have communicated those corrections to DECAL.

Internal Use Only	
<input type="checkbox"/> Reviewed	Reviewed by:
<input type="checkbox"/> Approved	Approved by:

Created by: _____

Modified by: _____

Return to List
< Back
Cancel
Submit

Figure 51: Letter of Intent screen

4. Select the check box(es) next to the site(s) to indicate operation in the selected program year.
5. Click **Submit**.

After the Letter of Intent has been submitted it is reviewed by the State Administrator. After the State Administrator has reviewed and approved the Letter of Intent the Sponsor can proceed with the Application Packet.

Sponsor Application

The sponsor application packet is explained in the beginning of this section. It is included here as a menu item only. See the beginning of Sponsor Application Packet for a complete description of the Application Packet.

View Application

The **View Application** menu item allows "View Only" access to the Application Packet. This enables you to view the application, but without the ability to making changes. The navigation for this selection is the same as the application packet information listed above.

Application Status Menu

The Sponsor Application Status screen allows access to various lists that show the status of all Sponsor Applications on file for the selected Program Year. This screen allows State employees quick and easy access to applications that need to be reviewed or approved.

1. Click **App Status Menu** from the Applications menu and select a program year to view the Application Status screen.

Application Status Menu

Menu Selection	
◀ Program Year: 2006 ▶	
GO!	Sponsor Applications (Paper) that have not been received.
GO!	Unapproved Sponsor Applications that have been submitted for approval.
GO!	Unapproved Sponsor Applications that have "Unapproved" Site Application(s) that are ready for review.
GO!	Unapproved Sponsor Applications that have "Unapproved" Site Application(s) that are ready for approval.
GO!	Approved Sponsor Applications that have "Unapproved" Site Application(s) that are ready for review.
GO!	Approved Sponsor Applications that have "Unapproved" Site Application(s) that are ready for approval.
GO!	Approved Sponsor Applications that have "Unapproved" Site Application(s) that do have errors.
GO!	Approved Sponsor Applications that have an "Unapproved" Budget.
GO!	Approved Sponsor Applications that have an "Unapproved" Management Plan.
GO!	Sponsors that have NOT entered their Letter of Intent selections.
GO!	Sponsors that have a Letter of Intent pending Review.
GO!	Sponsors that have a Letter of Intent pending Approval.
GO!	Sponsors that have an Approved Letter of Intent.

Figure 52: Application Status Screen

2. Use the right or left arrow button ◀ ▶ to select the **Program Year**.
3. Click **GO!** to view a list of Sponsors within each description type.

Unapproved Sponsor Applications that have "Unapproved" Site Application(s) that are ready for review

Total Listed: 2

Summer Food Service Program				
Agreement Number	Fiscal Year	Sponsor Name	Date Last Modified	Action
08076	2005-2006	City of Atlanta - Vended	03/13/2006	Modify
08052	2005-2006	Morehouse College NYSP	02/22/2006	Modify

Figure 53: Application Status screen

4. Click **Modify** to access the Application packet.

Suspense Tracking

Suspense Tracking is designed to assist in the application completion and approval process. Click the **Suspense Tracking** menu item to view the Suspense Tracking Management Parameter Selection screen. This screen allows you to select or filter the categories you wish to review.

**Suspense Tracking Management
Parameter Selection**

Please Select Year

Choose a Program Year:	<input style="width: 95%;" type="text"/>
Choose a Training Category:	<input style="width: 95%;" type="text"/> - All Categories -

optional filter selections

Select Consultant:	<input style="width: 95%;" type="text"/>
Select 1st Party Reviewer:	<input style="width: 95%;" type="text"/>
Select 2nd Party Reviewer:	<input style="width: 95%;" type="text"/>

Figure 54: Suspense Tracking Management Parameter Selection screen

1. Select a **Program Year** and **Training Category** from the respective list.
2. Select the desired filters from the **Consultant** or **Review** lists.

Click **All Categories** from the **Choose a Training Category** list and the following screen displays:

All Categories

Training Location List for Fiscal Year 2006

Date	Category	Location	Action	Status
	SFSP - Online Training	DVD	View Suspense	Open
03/30/2006	SFSP - SFSP - Renewal Training for Experienced SFSP Sponsors	Test location training	View Suspense	Open

Figure 55: Suspense Tracking Training Location List screen

3. Click **View Suspense Action** to view only the selected category.
4. Click **View All Suspense** to view all categories.

Suspense Tracking Management Report													
Suspense Tracking Maintenance Report													
Agreement Number	Sponsor Name	Review Scheduled	Program Contact completed Training	Sponsors Started App Entry	OSR Received App Date	1st Party Reviewer Assigned	OSR 1st Review Complete	2nd Party Reviewer Assigned	All Applicant's Materials Received	OSR 2nd Review Complete	App Approved Date	Date Last Return from Sponsor	Action
08005	Atlanta Metropolitan College-Upward Bound		2/22/2006	2/22/2006									View
08015	City of Atlanta - Self Prep		3/13/2006	3/13/2006									View
08076	City of Atlanta - Vended		3/13/2006	3/13/2006	3/13/2006								View
08041	Habersham County Board of Education		3/13/2006	1/11/2006	3/13/2006								View
08052	Morehouse College NYSP		2/22/2006	2/22/2006									View
00001	Test Record for Y2K2		3/4/2006	12/23/2005									View

[< Back](#)

Figure 56: Suspense Tracking Management Report

- Click the **Sponsor Name** or **View**. The Sponsor Information Screen displays.

Available Forms

Various downloadable forms, memoranda and procedures related to the Summer Food Service Program are available on the CNP 2000 system in a variety of formats. For forms that are in PDF format, you must have *Adobe Acrobat Reader* installed on your computer.

Form Download Program Menu

1. To access downloadable documents, click **Available Forms** on the Application menu. The list of SFSP Form Download Menu displays.

SFSP Form Download Menu		
Forms listed below are forms that might be needed for the application renewal. All other forms for the operation of the CACFP can be found at www.decal.state.ga.us under the Nutrition Services section.		
Form Id	Description	Download
1-B	SFSP Financial and Electronic Enrollment Change Form (Adobe PDF)	Download
1-C	SFSP Public Release Form	Download
1-E	SFSP Procurement Manual	Download
2-B	SFSP Sponsor Agreement	Download
201	FY2004 SFSP Budget Worksheet (Adobe PDF)	Download
203	FY2004 SFSP Instruction Booklet (Adobe PDF)	Download
204	FY2004 SFSP Sponsor Management Plan & Certifications	Download
205	SFSP New Site Supervisor Training Documentation	Download
206	SFSP ADA Calculation	Download
207	SFSP Add-A-Site Checklist	Download
208	SFSP Claim Instructions	Download
209	SFSP Delivery receipt	Download
210	SFSP Monitor Training Sign-in Sheet	Download
211	SFSP Operating Calendar	Download

Figure 57: Available Forms screen

211	SFSP Operating Calendar	Download
212	SFSP Program Budget Form	Download
213	SFSP Site Application	Download
214	SFSP Site Supervisor Training Sign-in Sheet	Download
215	SFSP Site Update Form	Download
216	SFSP Sponsor Application	Download
217	SFSP Sponsor Application Checklist	Download
218	SFSP Sponsor Field Trip Form	Download
219	SFSP Sponsor Update Form	Download
220	FY2004 - SFSP Certification Lobbying	Download
221	FY2004 SFSP Certification Drug	Download
3-B	SFSP Certification Statement for Incorporated	Download
3-C	SFSP Health Department Form	Download
4-B	W-9 IRS Form Web Page Link (SFSP)	Download
4-C-B	SFSP Cycle Breakfast Menu Form	Download
4-C-L	SFSP Cycle Lunch-Supper Menu Form	Download
4-C-S	SFSP Cycle Snack Menu Form	Download
4-E	SFSP Invitation for Bid and Contract FNS 668 (9-98)	Download
7-B	SFSP Viability Checklist	Download

Figure 58: Available Forms screen (cont)

2. Click **Download** for the form you wish to download.

Approve Application

When the application packet is complete and the Sponsor Application shows a status of **OK** the Sponsor displays **Submit Application for Approval**. The following screen shows the top of the Sponsor Information screen, when **Submit for Approval** is displayed.

Sponsor Information				
Sponsor				
Sponsor Name		Agreement Number	Program Year	
A Place to Learn		111222333	2006	
Approval Notification				
Review Required	Approval Date	Approved By	Submitted for Approval	Action
No	Not Approved		No	Submit for Approval

Figure 59: Sponsor's view of the Submit for Approval link

When the sponsor submits the application for approval the application becomes **View Only** to the sponsor until the State Administrator approves or returns the application.

The State administrator can **Approve** the application or **Return** the application to the Sponsor.

If the application is approved the Approval Date is displayed and Claims for reimbursement can be submitted.

If the application is returned the state and the sponsor need to communicate regarding the return so that the sponsor can make the necessary corrections.

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